



## **Ealing Youth Orchestra Information Booklet 2019/20**

**[www.eyo.org.uk](http://www.eyo.org.uk)**

### **Welcome to EYO!**

The following are the basic facts you need to know about EYO, and just a few rules. We hope you will find them helpful. There are contact numbers for further information at the end of this document plus each new member will have his or her own “buddy”, usually from the same section of the orchestra, who should be able to answer most queries when we start in September.

### **Concerts**

EYO prepares up to four programmes of music each year and gives concerts (excluding Tour) in November, Feb/March and June/July, an annual Concertothon in April, an EYO Young Soloists recital event in July and our annual EYO Roadshow outreach project to local schools at the end of the summer term. We are a concert-giving organisation rather than a tuition or social activity so it is assumed that all players accepting a place in the orchestra intend to participate fully in concerts.

Regular performance venues are:

St Barnabas Church, Pitshanger Lane, Ealing, W5 1QX  
(Ealing Broadway tube)

William Perkin C of E High School, Oldfield Lane North, Greenford, UB6 8PR  
(Greenford tube)

St Martin’s Church, Hale Gardens, Acton, W3 9SQ  
(Ealing Common tube)

The concert and rehearsal schedule (with information about finding each venue) will be available on the website from late August, but **please always check details nearer the time** as things sometimes change.

Concert tickets are normally priced at £12 adults, £8 concessions, £4 (students 11-25) and under 11 free and are available online at **[eyo.ticketsource.co.uk](http://eyo.ticketsource.co.uk)** and on the door.

### **Communication**

We need to communicate regularly with players to give information about rehearsals, concerts, social events and other matters. We usually do this by

email (and occasionally by text). It is therefore very important that players have a current email address and check it regularly, especially in the day or two before rehearsals in case there are any special announcements. All emails are automatically copied to the main parent email as backup. Please therefore provide a separate email address for player and parent(s). If you give the same address for player and parent our mailing system is only able to create a single record and you are liable to miss important information.

### **Rehearsals**

EYO normally rehearses at Twyford C of E High School, Twyford Crescent, off Uxbridge Road, Acton, W3 9PP, about 10 minutes walk from Ealing Common and Acton Town tube stations. Please see the EYO website for more details.

Rehearsals are on Fridays in term time. Please arrive at 5.45pm for 6-9pm rehearsal, including a 15 minute break with a tuck shop run by parent volunteers.

**Concert rehearsals** take place on the **Thursday and Friday** prior to the concert, from 6pm to 9pm (unless otherwise informed), **plus the afternoon of the concert**, usually from 2.00pm to 5.30pm. These rehearsals usually take place at the concert venue and are an essential part of the concert process.

### **Commitment**

Playing with EYO is great fun but is also a serious commitment to your fellow players, to our professional conductor and soloists and to our paying audiences. An orchestra relies on all of its members and the conductor needs to know the forces he/she is working with from the outset. Concert participation and allocation of solo parts are dependent on adequate attendance at rehearsals, particularly in the week or two before concerts, including additional Thursday and weekend rehearsals.

Please view the schedule for the term ahead (viewable on the website) and if you think you may not be able to make a concert, inform Leon or Chris as soon as you can but **absolutely no later than two weeks prior to a concert**. Non-attendance or late drop-outs after that point can have serious consequences for everybody, including potentially having to hire professional replacement players, an expense which has a direct influence on player subscriptions.

Given the age range of the orchestra (13-19) a large proportion of players will always be in an exam year at any given time. Please give serious thought to whether you will be able to cope with the additional commitment of being an EYO member. Many people find it a welcome relaxation from the pressure of non-stop academic work and we are always sympathetic if you need to take the odd rehearsal off at particularly stressful times, but bear in mind that it's not something you can constantly dip in and out of: every session is a rehearsal for the next concert.

If you do have to miss a rehearsal/arrive late/leave early for any reason, please always inform Leon, Chris or Janey in advance by text or email. Contact details are at the end of the booklet.

Please arrive at 5.45 pm to help set up chairs, stands and other equipment for a 6pm prompt start. Always bring a pencil, preferably 3B, to mark up your music. Janey, or a duty parent, keeps a register of attendance each week.

If you cannot make a rehearsal for any reason and you have music in your possession, it is essential that you make arrangements for the music to be returned for the rehearsal. Failure to do so can affect other players' ability to rehearse and can lead to charges for replacement copies.

At the end of the rehearsal please put away your music and stand, and don't leave without helping to clear up and store everything away in the EYO cupboard. Chairs and stands are left out for Ealing Junior Music School on Saturday morning, but music and all other equipment need to be cleared away. Particular care needs to be taken to protect the floor and all instruments and stands must be lifted and not dragged across it.

### **Players' Committee**

EYO has an active Players' Committee made up of the orchestra leader, nominated players from each section, plus the Music Director, Chair and Deputy Chair. It meets once a term plus occasional extra meetings when additional matters need to be discussed or organised. Please let Chris or any existing committee member know if you would be interested in becoming a member.

### **Half term, Christmas and Easter holidays**

EYO uses the UK Standardised School Year as the basis for its rehearsal structure. While it is therefore inevitable that there will be some variation in weeks off between EYO and some schools, attendance is nevertheless expected at all of EYO's scheduled rehearsals. Please always check the EYO schedule (available on the website) before making other arrangements.

### **Music**

Music is increasingly expensive to hire/purchase/replace.

**Remember, if you cannot make a rehearsal, make sure your music still does!**

### **Instrument Insurance**

EYO has Employers' Liability and Public Liability insurance, which covers the players during all EYO activities in the UK and Europe.

While every care is taken, EYO cannot be responsible for loss or damage to players' instruments. We strongly recommend that all instruments are insured, preferably under a specialist policy (household policies may not cover expensive individual items like musical instruments, especially outside the home, but check first).

EYO is an official introducer for **Allianz Musical Insurance**, the leading specialist provider in this area, which means the orchestra earns a 10%

commission on policies referred through us. You can get a quote via the following link which contains our referrer number  
<http://www.allianzmusicalinsurance.co.uk/index.asp?referrer=1300058099>  
or contact Allianz by phone on **0800 197 5783** and quote our referrer number **1300058099**

### **Concert Dress**

Girls: black dress/skirt/top/trousers/shoes

Boys: black shirt, trousers, socks, shoes (plus optional black jacket)

No trainers or coloured items showing through please and bear in mind that we often perform in churches so it is not appropriate to wear very short or exposing garments.

### **Subscriptions**

The annual subscription for 2019/20 is £285 or £95 per term. Parents will be asked to register a direct debit mandate as part of the enrolment process and payments will be collected on 1<sup>st</sup> October 2019, 1<sup>st</sup> February 2020 and 1<sup>st</sup> May 2020. The right is reserved to re-offer places where subscriptions are not received by these dates. To save on volunteer admin time cheque payments are no longer accepted.

### **The John Railton Memorial Bursary Fund**

EYO is proud to offer a Bursary Fund named after our founder John Railton MBE and the separate Fiona Thomas Tour Bursary Fund, named after a former EYO parent, which may cover all or part of membership or tour costs in cases of financial need. If you think you may need assistance with costs, please contact Josie Abbott at [bursaries@eyo.org.uk](mailto:bursaries@eyo.org.uk) for further information. All enquiries are dealt with in strictest confidence.

### **Child Safeguarding**

EYO adheres to the highest standards and has a comprehensive child safeguarding policy which is circulated as part of the enrolment process. The policy is regularly reviewed and is always available for view at our website.

### **Friends of Ealing Youth Orchestra**

The Friends scheme costs £30 for families and £20 for individual membership. The money raised helps to cover concert costs and extra coaching. Friends of EYO are entitled to reserved seats at concerts and attendance at our annual party, usually after the summer concert. Many families continue their association with EYO after members have left.

Please consider becoming a Friend by ticking the relevant box on the online enrolment form.

### **Parental assistance**

EYO is almost exclusively run by parent volunteers, and our only paid staff are the Music Director, sectional tutors and professional instrumental deputies for concerts. We have active Parent Support Teams lead by Team Leaders in areas such logistics, transport, publicity, rehearsal supervision, box office and other areas. We are always pleased to welcome new members and to draw

on the professional skills and expertise of new and existing parents. There are a variety of jobs which need to be covered, mostly quite small, in order to make things run smoothly, as well as larger more strategic roles, such as Box Office Manager, Auditions Co-ordinator and Transport Manager. As players move through the orchestra and eventually leave so do their parents, so new opportunities for involvement arise regularly. Please contact Chris Brown or Kate Hyams in person on Friday evenings or at [chair@eyo.org.uk](mailto:chair@eyo.org.uk) if you would like to contribute in any way – involvement in the running of the orchestra is immensely rewarding and Chris is always pleased to hear from people. In addition, **we ask that all parents commit to help at one concert per year.** Typical tasks include ushering, box office, stage management, equipment removal, refreshments serving and clearing up. Many hands make light work and we make sure we enjoy ourselves along the way!

### **Funding and Gift Aid**

Our principal sources of funding are player subscriptions and concert ticket sales, so the more tickets we sell the better. Please do tell your family and friends about our concerts and encourage them to come along. Local publicity and word of mouth invitations do bring in audiences and the concerts are always exciting events. The trustees and management committee work hard to keep down costs and if you have any ideas for sponsorship or publicity, please do let Chris know at [chair@eyo.ork.uk](mailto:chair@eyo.ork.uk) - all suggestions are enthusiastically welcomed.

We encourage everyone to complete the Gift Aid details on the EYO enrolment form if at all possible. EYO is able to benefit from reclaiming tax paid on subs, and if collected on all payments, could earn as much as £2500 - a huge contribution to our funds.

### **Easyfundraising.co.uk**

Another easy way to help orchestra funds is to register at

**[www.easyfundraising.org.uk/causes/eyo](http://www.easyfundraising.org.uk/causes/eyo)**

which means that when you shop online at hundreds of popular retailers such as Amazon, Apple, eBay, John Lewis, M&S, Tesco, etc a percentage of what you spend is donated to EYO at no additional cost to you.

### **Constitution**

EYO has been a limited company since 1997 and is in the process of becoming a Charitable Incorporated Organisation (CIO). EYO currently has as directors: Chris Brown (Chair), Janey Laddiman (Deputy Chair Pastoral), Kate Hyams (Chair elect), Abigail Papadopoulou (Company Secretary), James Harvey (Treasurer), Josie Abbott, Jan MacDonald, Joanna Harvey, Swapna Prasadam, Richard Thomas and Conor Curran. The financial year-end is 30 September. Copies of the constitution are available for inspection.

### **Tour**

An annual tour takes place in Europe, usually at the end of August, and lasts seven days or so, returning to UK after the Bank Holiday weekend. Tour is a wonderful opportunity for intense music making to a high standard, as well as establishing long-lasting friendships. No one should feel excluded on financial

grounds – we offer support via our bursary fund and further information is available from the tour administrator, chair or via [bursaries@eyo.org.uk](mailto:bursaries@eyo.org.uk)

**EYO website:** [www.eyo.org.uk](http://www.eyo.org.uk)

**EYO Facebook page:** [facebook.com/EalingYouthOrchestra](https://facebook.com/EalingYouthOrchestra)

**EYO email address:** [info@eyo.org.uk](mailto:info@eyo.org.uk)

**Twitter:** [twitter.com/eyo\\_music](https://twitter.com/eyo_music)

## **CONTACT DETAILS**

**Music director:** Leon Gee

Mob: 07703 359 753

Email: [director@eyo.org.uk](mailto:director@eyo.org.uk)

**Chair:**

Chris Brown (until Spring 2020)

25 Curzon Road, London W5 1NE

Mob: 07850 595089

Email: [chair@eyo.org.uk](mailto:chair@eyo.org.uk)

**Chair Elect:**

Kate Hyams (from Spring 2020)

Mob: 07920 535543

Email: [katehyams@btinternet.com](mailto:katehyams@btinternet.com)

**Deputy Chair (Pastoral):**

Janey Laddiman

Mob: 07507 889669

Email: [deputy@eyo.org.uk](mailto:deputy@eyo.org.uk)

**Treasurer:** James Harvey

Email: [treasurer@eyo.org.uk](mailto:treasurer@eyo.org.uk)

**Company Secretary:** Abigail Papadopoulos

Email: [companysec@eyo.org.uk](mailto:companysec@eyo.org.uk)

**Friends of EYO:** Babette Standen and Conor Curran

Email: [friends@eyo.org.uk](mailto:friends@eyo.org.uk)

**Bursaries and child protection:** Josie Abbott

Email: [bursaries@eyo.org.uk](mailto:bursaries@eyo.org.uk)

**Auditions:** Jan MacDonald

Tel: 07759 819522

Email: [auditions@eyo.org.uk](mailto:auditions@eyo.org.uk)

**Box Office:** Swapna Prasadam

Email: [ticketing@eyo.org.uk](mailto:ticketing@eyo.org.uk)

**Advertising & Publicity:** Vacant